

Moving inventory

One list, used three times: to pack, to check the delivery, and to claim if something arrives broken or doesn't arrive.

How to use it

1. **Number every box** and write the room it came from: Box 07, Kitchen. Use the labels on page 3, or write on the box.
2. **List what goes in each box** on the inventory sheet as you pack it, not afterward. Group by box number.
3. **Photograph anything valuable before it's packed:** the item itself, any existing scratches, and the serial number. Write "Y" in the Photo column.
4. **Note condition, good and bad.** If the mover's inventory says "scratched" and your list says "good" with a dated photo, you have something to point to. Without it, it's your word against theirs.
5. **Carry the irreplaceable things yourself:** documents, jewelry, laptops, medication. Write "Carry with you" instead of a box number.
6. **At delivery, tick Arrived OK** as each box comes off the truck. Write any missing or damaged box on the mover's paperwork before you sign it.

Dates and numbers worth knowing (interstate moves, US)

Default coverage	Movers must offer Full Value Protection. If you sign it away, the mover owes no more than 60 cents per pound per article. A 10 lb item worth \$1,000 gets \$6.
Items over \$100/lb	Under Full Value Protection, a mover can limit what it pays for jewelry, silver, china, antiques and other items worth more than \$100 a pound, unless you list them on the shipping documents.
The mover's inventory	The mover must give you a copy of its inventory, signed by both of you, before or at loading. At delivery you can note missing and damaged items in writing.
Claim deadline	9 months from delivery, in writing.
Mover's reply	Acknowledge within 30 days; pay, decline, or offer a settlement within 120 days.

Source: 49 CFR Part 375 and its Appendix A ("Your Rights and Responsibilities When You Move"), and 49 CFR Part 370. Local and in-state moves follow state rules, which vary. This is not legal advice.

From Manifest · manifestme.me/blog/moving-inventory-template · The CSV version imports straight into the Manifest app.

Inventory sheet

Page ____ of ____ · Move date _____

[illegible]

BOX _____

FROM ROOM

TO ROOM

CONTENTS

☐ Fragile ☐ This side up ☐ Open first

BOX _____

FROM ROOM

TO ROOM

CONTENTS

☐ Fragile ☐ This side up ☐ Open first

BOX _____

FROM ROOM

TO ROOM

CONTENTS

☐ Fragile ☐ This side up ☐ Open first

BOX _____

FROM ROOM

TO ROOM

CONTENTS

☐ Fragile ☐ This side up ☐ Open first